

**SOLICITATION OF QUALIFICATION STATEMENTS  
FOR  
ARCHITECT-ENGINEERING SERVICES**

**ANNOUNCEMENT No. POAM-2004-D-0044-CA**

The Government of the District Columbia, Office of Contracting and Procurement (OCP), on behalf of the Office of Property Management (OPM), is soliciting Standard Forms 254 and 255 from experienced and professional Architect Engineering (A/E) firms. The forms will be used in selecting engineering firms to perform the following types of A/E related services:

- 01 Architectural/Engineering Design and Design Related Services;
- 02 Technical Design and Construction Reviews;
- 03 Project Management and Project Engineering Activities;
- 04 Hazardous and Waste Management and Abatement;
- 05 Construction Management and Construction Engineering Activities;
- 06 Construction Inspection and Testing Services;
- 07 Construction Cost Estimating Services;
- 08 Facility Condition Assessment Services;
- 09 Elevator/Escalator Design Services;
- 10 Engineering Feasibility Study Services;
- 11 Historical Preservation Building Design Services;
- 12 Health Clinic Design Services; and
- 13 Space Planning and Move Coordination Services.

The above listed services generally describe the activities required under this solicitation but are not limited to those functions. Oral presentations and other services may be requested as required in support of the mission and responsibilities of OPM. If oral presentations are requested, the District will notify the contractor five (5) days prior to the scheduled date.

Consultant selection will be in accordance with the provisions of 27 DCMR, Chapter 26. Selection may be made for each of the thirteen (13) categories of service listed above. However, the respondents may request consideration under one or more categories and a separate submission is not required for each category. Firms may be selected for more than one category. The District will establish a registry of firms and award an Indefinite Delivery/Indefinite Quantity Contract for a base period of one year with four (4) one-year options for a total of five (5) years. The District will review the registry at least once a year, and reserves the right to add firms during this period.

The guaranteed minimum order amount limitation per awarded contract shall be one billable hour and a maximum of up to \$950,000.00 per year.

Firms requesting consideration should submit five (5) copies each of their Standard Form 254, (SF) Architect-Engineer and Related Services Questionnaire, and Standard Form 255, (SF) Architect-Engineer and Related Services Questionnaire for Specific Project. Please provide email addresses in Block (6) of the Standard Form 254. All information relating to the firm's qualifications must be included in the standard forms. Inclusion by reference to other materials is not acceptable. [The Standard form 255 is limited to eleven \(11\) pages plus 20 additional double-sided pages for a total not to exceed 31 pages for the entire form.](#)

Responding firms shall clearly indicate any subcontractors, consultants, proposed teaming arrangements, joint venture or prime/subcontractor or other contractually binding agreements. Also, firms are encouraged to highlight their present and anticipated capabilities in terms of products and services as they relate to the services described in the announcement.

The evaluation criteria for selection is listed below:

1. Specialized experience and technical competence in the type of work required,
2. Capacity to complete work within time limitations,
3. Professional qualifications necessary or satisfactory performance of the required services,
4. Past performance on contracts with the District other governmental entities and private industry in terms of cost control, quality, of work, and compliance with Performance Schedules.
5. Demonstrated familiarity of the firm's staff with applicable federal and District regulations, standards, and procedures.

Perspective respondents to this request are referred to the D.C. Code that specifies legal requirements pertaining to providing professional engineering services in the District of Columbia. Refer to Chapter 6, "District of Columbia Professional Corporation Act" and Chapter 23 "Professional Engineer's Registration Act." of the D.C. Code.

Agreements or contracts that may be awarded for services in connection with projects will include the requirements contained in the Mayor's Order 92-138 that sets goals for service contractor's employments of District of Columbia residents, and sanctions for failure to achieve those goals. Respondents should assure themselves that they are fully aware of the requirements of the Mayor's Order 92-138.

Prospective respondents are advised that prior to entering into a contract with the District of Columbia for any of the work described in this announcement, the selected firms must assure the District by submitting duly sign company's EEO policy statement that they are an Equal Opportunity Employer as defined by Federal and District of Columbia Laws.

**To the maximum extent practicable, respondents are encouraged to utilize the services of Local, Small, Disadvantaged, Resident-owned and businesses located in**

**the enterprise zones, certified by the D.C Local Business Opportunity Commission (202) 727-3900 as subcontractors.**

Standard Forms 254 and 255 and all related documents must be received by 2:00 PM on or before October 1, 2004, for consideration. Documents received after this time will be considered for later contracts if need arises.

Respondents to this request are required to submit their qualifications on or before the above date to:

Christopher N. Aninye  
Contracting Officer  
Office of Contracting and Procurement  
441 4<sup>th</sup> Street, NW, 703 South, Bid Counter  
Washington, D.C. 20001  
Attention: POAM-2004-D-0044-CA

For additional information, contact Christopher Aninye at (202) 724-4249

**THIS IS NOT A REQUEST FOR PROPOSAL (RFP)**